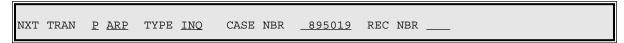# Chapter 7 - Accounts Receivable Payments - ARP

Accounts Receivable Payments

The A/R master payments screen is used to receive money owed to the court. User's have to have security to use this function.

Accessing the A/R Payments Screen:

From the transaction request screen, enter **ARP/INQ** in the next tran line along with the case number and the party number that the financial order was added to and press <Enter>.
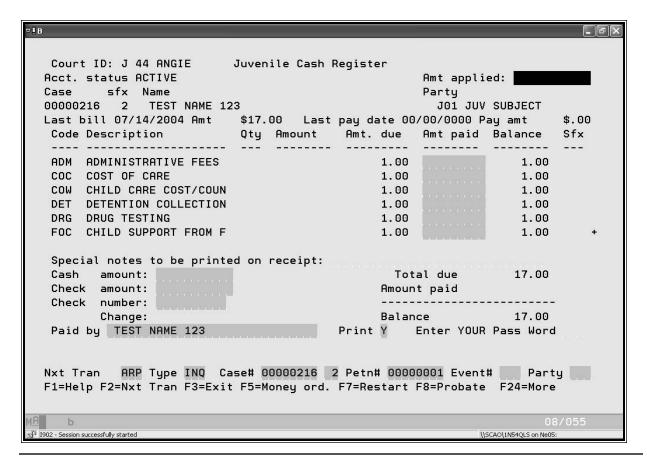
Probate Next Tran Line:

```
NXT TRAN   P ARP   TYPE INQ    CASE NBR   895019   REC NBR ____
```

Juvenile Next Tran Line:

```
NXT TRAN     ARP   TYPE INQ    CASE NBR   895019 __   PET 00000000 EVT ____   PTY 01
```

The system will display the following screen.

Initial A/R Payment Screen:

```
   Court ID: J 44 ANGIE       Juvenile Cash Register
   Acct. status ACTIVE                                Amt applied: ████████████
   Case     sfx   Name                                Party
   00000216   2    TEST NAME 123                          J01 JUV SUBJECT
   Last bill 07/14/2004 Amt    $17.00   Last pay date 00/00/0000 Pay amt     $.00
    Code Description            Qty  Amount    Amt. due   Amt paid  Balance   Sfx
    ---- -------------------    ---  --------  ---------  --------  --------  ---
    ADM  ADMINISTRATIVE FEES                     1.00                1.00
    COC  COST OF CARE                            1.00                1.00
    COW  CHILD CARE COST/COUN                    1.00                1.00
    DET  DETENTION COLLECTION                    1.00                1.00
    DRG  DRUG TESTING                            1.00                1.00
    FOC  CHILD SUPPORT FROM F                    1.00                1.00      +

    Special notes to be printed on receipt:
    Cash   amount:                         Total due         17.00
    Check  amount:                         Amount paid
    Check  number:                         -----------------------
          Change:                          Balance            17.00
    Paid by  TEST NAME 123                 Print Y   Enter YOUR Pass Word


    Nxt Tran   ARP Type INQ  Case# 00000216  2 Petn# 00000001 Event#     Party
    F1=Help F2=Nxt Tran F3=Exit F5=Money ord. F7=Restart F8=Probate  F24=More
```

Following is a description of the fields for the A/R payments screen.

> NOTE: This is a cash or check receipt screen, press <F5> to process a receipt using a credit card, money order or electronic transfer of funds. These screens will be explained after the field descriptions for this screen.

~Account Status~
This is the status of this account. Only active accounts can process payments.

~Amount Applied~
This is the total amount that is being applied to the financial orders of this account.

~Case~
This is the case number for this account.

~Suffix~
This is the suffix number for this account.

~Name~
This is the name of the account.

~Party~
This is the relation of this party to the case.

~Last Bill~
This is the date the last billing was run for this account.

~Amount~
This is the amount that was owed on the last bill.

~Last Pay Date~
This is the last date that a payment was applied to this account.

~Pay Amount~
This is the amount of the last payment.

~Code~
This is the code description for the financial orders as found in the Price File Maintenance screen.

~Description~
This is the description for the financial orders as found in the Price File Maintenance screen.

~Quantity~
This is used to tell the system how many of this specific code you want to charge for. In the juvenile system this will be displayed as blank or 1.

~Amount~
This field is used to tell the system how much an item costs. This is only used for probate and civil transactions.

~Amount Due~
This field is the system calculation for the amount due for this financial order.

~Amount Paid~
This field is used to enter the amount the party is paying on this financial order.

~Balance~
This is the balance due for this order. With each A/R payments transaction this amount will decrease by the amount of the payment.

~Suffix~
This field is used for temporary payments to tie the order to a case.

~Information Line~
This line will display if this case has had one of the following options selected on the ARU - A/R Update screen.

        1.   Previous NSF check
        2.   Account is in collections
        3.   Account has tax intercept

This will not affect creating the receipt. It is a display line only.

~Special Notes to be printed on receipt~
This field is for any comments that you may want to make and have printed on the receipt.

~Cash Amount~
This is the amount of cash received for this payment.

~Total Due~
This is the total due as calculated by the system.

~Check Amount~
This is the amount of the check received for payment.

~Amount Paid~
This is the total amount paid on this receipt.

~Check Number~
This is the check number.

~Change~
This is the amount of change that is due the customer.

~Balance~
This is the balance due on this persons account.

~Paid By~
Enter the person that is making this payment.

~Print~
Enter a "Y" if you want this receipt to print and a "N" if you do not want this receipt to print.

~Enter YOUR Pass Word~
Enter your three character password to process this receipt.

By pressing <F5> again, the system will return you to the money order A/R payment screen.

Money Order A/R Payment Screen:

```
┌──────────────────────────────────────────────────────────────────────┐
│ ▫▮B                                                        ▢ ◱ ⊠      │
│                                                                        │
│   Court ID: J 44 ANGIE      Juvenile Cash Register                     │
│  Acct. status ACTIVE                              Amt applied: ████████ │
│  Case    sfx  Name                                Party                │
│  00000216  2   TEST NAME 123                         J01 JUV SUBJECT   │
│  Last bill 07/14/2004 Amt   $17.00  Last pay date 00/00/0000 Pay amt   $.00 │
│   Code Description         Qty  Amount   Amt. due   Amt paid  Balance  Sfx │
│   ---- ------------------- ---  -------- ---------  --------  -------- --- │
│   ADM  ADMINISTRATIVE FEES               1.00                 1.00     │
│   COC  COST OF CARE                      1.00                 1.00     │
│   COW  CHILD CARE COST/COUN              1.00                 1.00     │
│   DET  DETENTION COLLECTION              1.00                 1.00     │
│   DRG  DRUG TESTING                      1.00                 1.00     │
│   FOC  CHILD SUPPORT FROM F              1.00                 1.00   + │
│                                                                        │
│   Special notes to be printed on receipt:                             │
│                                             Total due      17.00      │
│   Money   order:  ████████                  Amount paid               │
│   Money   order#: ████████                  ------------------------- │
│                                             Balance        17.00      │
│   Paid by TEST NAME 123            Print Y    Enter YOUR Pass Word     │
│                                                                        │
│                                                                        │
│  Nxt Tran  ARP Type INQ  Case# 00000216  2 Petn# 00000001 Event#    Party │
│  F1=Help F2=Nxt Tran F3=Exit F5=Charge    F7=Restart F8=Probate  F24=More │
│                                                                        │
│ MA    b                                                      17/017    │
│ I902 - Session successfully started               \\SCAO\1N54QLS on Ne05: │
└──────────────────────────────────────────────────────────────────────┘
```

Following is a description of the money order fields for the above screen.

> NOTE: The descriptions for the other fields on this screen were explained under the
> Cash/Check payment processing screen.

~Money Order~
Enter the amount of the money order that they are using for payment.

~Money Order #~
Enter the money order number that they are using for payment.

By pressing <F5> again, the system will return you to the credit card A/R payment screen.

Credit Card A/R Payment Screen:

```
┌──────────────────────────────────────────────────────────────────────┐
│ ▫▮B                                                         ─ ⬚ ✕      │
│                                                                        │
│   Court ID: J 44 ANGIE      Juvenile Cash Register                     │
│  Acct. status ACTIVE                            Amt applied: ███████    │
│  Case    sfx  Name                              Party                   │
│  00000216  2   TEST NAME 123                        J01 JUV SUBJECT     │
│  Last bill 07/14/2004 Amt   $17.00  Last pay date 00/00/0000 Pay amt   $.00 │
│   Code Description          Qty  Amount   Amt. due  Amt paid  Balance  Sfx │
│   ---- -------------------  ---  -------- --------- -------- -------- --- │
│   ADM  ADMINISTRATIVE FEES                  1.00                1.00     │
│   COC  COST OF CARE                         1.00                1.00     │
│   COW  CHILD CARE COST/COUN                 1.00                1.00     │
│   DET  DETENTION COLLECTION                 1.00                1.00     │
│   DRG  DRUG TESTING                         1.00                1.00     │
│   FOC  CHILD SUPPORT FROM F                 1.00                1.00    + │
│                                                                        │
│   Special notes to be printed on receipt:                              │
│   Charge amount:              (type)   Total due      17.00            │
│   Credit  card#:                       Amount paid                     │
│   Expire   date:       (MMDD CCYY)     -------------------------       │
│   Approve  code:                       Balance        17.00            │
│   Paid by  TEST NAME 123            Print Y   Enter YOUR Pass Word      │
│                                                                        │
│                                                                        │
│  Nxt Tran  ARP Type INQ  Case# 00000216  2 Petn# 00000001 Event#   Party │
│  F1=Help F2=Nxt Tran F3=Exit F5=E.Transfer F7=Restart F8=Probate  F24=More │
│                                                                        │
│ MA   b                                                       16/017    │
│ ⬚ I902 - Session successfully started          \\SCAO\1N54QLS on Ne05: │
└──────────────────────────────────────────────────────────────────────┘
```

Following is a description of the credit card fields for the above screen.

> NOTE: The descriptions for the other fields on this screen were explained under the Cash/Check payment processing screen.

~Charge Amount and Type~
Enter the total amount that they are charging for this payment and the type of credit card they are using.

~Credit Card Number~
Enter the number printed on their credit card.

~Expire Date~
Enter the expiration date printed on their credit card.

~Approve Code~
Enter the code that you are issued by the approval company for the amount charged.

By pressing <F5> again, the system will return you to the electronic transfer A/R payment screen.

Electronic Transfer A/R Payment Screen:

```
 ▫▪B                                                                    _ ⊡ ✕

   Court ID: J 44 ANGIE      Juvenile Cash Register
  Acct. status ACTIVE                              Amt applied: ▉▉▉▉▉▉
  Case    sfx  Name                               Party
  00000216  2   TEST NAME 123                        J01 JUV SUBJECT
  Last bill 07/14/2004 Amt   $17.00   Last pay date 00/00/0000 Pay amt    $.00
   Code Description          Qty  Amount   Amt. due  Amt paid  Balance   Sfx
   ---- ------------------   ---  --------  ---------  --------  --------  ---
   ADM  ADMINISTRATIVE FEES                  1.00                 1.00
   COC  COST OF CARE                         1.00                 1.00
   COW  CHILD CARE COST/COUN                 1.00                 1.00
   DET  DETENTION COLLECTION                 1.00                 1.00
   DRG  DRUG TESTING                         1.00                 1.00
   FOC  CHILD SUPPORT FROM F                 1.00                 1.00     +


   Special notes to be printed on receipt:
   E. T.  amount: ▭▭▭▭▭▭      E.T.      (type)    Total due       17.00
                                                  Amount paid
   Transfer date: ▭▭ ▭▭    (MMDD CCYY)            ------------------------
   Authorization: ▭▭▭▭▭▭▭▭▭▭▭▭▭           Balance          17.00
   Paid by  TEST NAME 123               Print Y    Enter YOUR Pass Word ▭▭▭



   Nxt Tran   ARP Type INQ  Case# 00000216  2 Petn# 00000001 Event# ▭▭  Party ▭▭
   F1=Help F2=Nxt Tran F3=Exit F5=Cash/Check F7=Restart F8=Probate  F24=More

 MA   b                                                            16/017
 ⬚ I902 - Session successfully started                    \\SCAO\1N54QLS on Ne05:
```

Following is a description of the electronic transfer fields for the above screen.

> NOTE: The descriptions for the other fields on this screen were explained under the
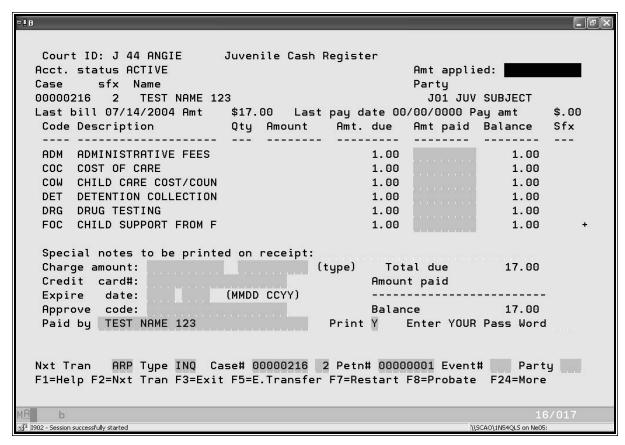> Cash/Check payment processing screen.

~E.T. amount~
Enter the total amount that they want to have electronically transferred for payment on this account.

~Transfer Date~
Enter the date of the electronic transfer.

~Authorization~
Enter the authorization number of the electronic transfer.

By pressing <F5> again, the system will return you to the default cash/check A/R payment screen.

Alternate View of A/R Payments Screen:

```
  Court ID: J 44 ANGIE      Juvenile Cash Register
Acct. status ACTIVE                              Amt applied: ▓▓▓▓▓▓▓
Case     sfx  Name                               Party
00000216   2    TEST NAME 123                          J01 JUV SUBJECT
Last bill 07/14/2004 Amt    $17.00   Last pay date 00/00/0000 Pay amt     $.00
  Code Description          Qty  Amount   Amt. due   Amt paid  Balance   Sfx
  ---- ------------------   ---  --------  ---------  --------  --------  ---
  ADM  ADMINISTRATIVE FEES                   1.00    ▓▓▓▓▓▓▓     1.00
  Pet#: 00000001  Evt#:   3  Suffix: 002  Name:  TEST NAME 123
  COC  COST OF CARE                          1.00    ▓▓▓▓▓▓▓     1.00
  Pet#: 00000001  Evt#:   3  Suffix: 002  Name:  TEST NAME 123
  COW  CHILD CARE COST/COUN                  1.00    ▓▓▓▓▓▓▓     1.00
  Pet#: 00000001  Evt#:   3  Suffix: 002  Name:  TEST NAME 123              +

  Special notes to be printed on receipt:
Cash   amount:  ▓▓▓▓▓▓▓▓           Total due        17.00
Check  amount:  ▓▓▓▓▓▓▓▓        Amount paid
Check  number:  ▓▓▓▓▓▓▓▓        -------------------------
       Change:                 Balance          17.00
Paid by  TEST NAME 123            Print Y    Enter YOUR Pass Word


Nxt Tran   ARP Type INQ  Case# 00000216  2 Petn# 00000001 Event#    Party
F1=Help F2=Nxt Tran F3=Exit F5=Money ord. F7=Restart F8=Probate  F24=More
```

Following is a description of the alternate view screen.

> NOTE: The descriptions for the other fields on this screen were explained under the Cash/Check payment processing screen.

~Petition~
This is the petition that this financial order is tied to.

~Event~
This is the event number that this financial order is tied to.

~Suffix and Name~
This is the suffix number and the name of the child that this financial order is tied to.

By pressing <F5> again, the system will return you to the default cash/check A/R payment screen.

Processing a Receipt:

From the Next Tran Screen enter **ARP** in the Next Tran field along with your case number and party number that this payment is for and press <Enter> and the A/R Payments screen will be displayed.

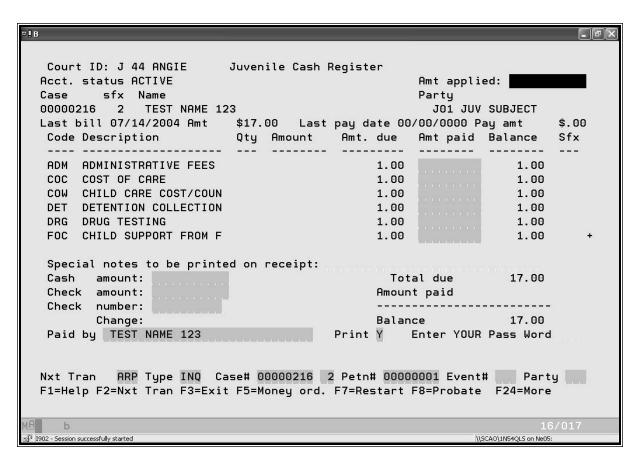If you do not know this information go to the **ARM** screen and select your party from there.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ ▣▮B                                                              [_][⊡][✕]    │
│                                                                               │
│    Court ID: J 44 ANGIE        Juvenile Cash Register                         │
│    Acct. status ACTIVE                              Amt applied: ███████       │
│    Case    sfx  Name                                Party                      │
│    00000216   2   TEST NAME 123                     J01 JUV SUBJECT            │
│    Last bill 07/14/2004 Amt    $17.00   Last pay date 00/00/0000 Pay amt   $.00│
│    Code Description          Qty  Amount    Amt. due  Amt paid  Balance   Sfx  │
│    ---- --------------------  ---  --------  ---------  --------  --------  --- │
│    ADM  ADMINISTRATIVE FEES                    1.00   ░░░░░░░      1.00        │
│    COC  COST OF CARE                           1.00   ░░░░░░░      1.00        │
│    COW  CHILD CARE COST/COUN                   1.00   ░░░░░░░      1.00        │
│    DET  DETENTION COLLECTION                   1.00   ░░░░░░░      1.00        │
│    DRG  DRUG TESTING                           1.00   ░░░░░░░      1.00        │
│    FOC  CHILD SUPPORT FROM F                   1.00   ░░░░░░░      1.00     +  │
│                                                                               │
│    Special notes to be printed on receipt: ░░░░░░░░░░░░░░░░░░░░                │
│    Cash   amount: ░░░░░░░░░             Total due        17.00                 │
│    Check  amount: ░░░░░░░░░             Amount paid                            │
│    Check  number: ░░░░░░░░░             --------------------------            │
│          Change:                       Balance          17.00                 │
│      Paid by  TEST NAME 123            Print Y    Enter YOUR Pass Word ░░░     │
│                                                                               │
│                                                                               │
│    Nxt Tran   ARP Type INQ  Case# 00000216  2 Petn# 00000001 Event# ░░  Party ░░│
│    F1=Help F2=Nxt Tran F3=Exit F5=Money ord. F7=Restart F8=Probate  F24=More   │
│                                                                               │
│  MA    b                                                          16/017       │
│  ▯ I902 - Session successfully started              \\SCAO\1N54QLS on Ne05:    │
└─────────────────────────────────────────────────────────────────────────────┘
```

After entering all pertinent information for this payment, press <Enter> and the system will return the following screen.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ ▣ᴵB                                                                  _ □✕ │
│                                                                               │
│    Court ID: J 44 ANGIE       Juvenile Cash Register                          │
│   Acct. status ACTIVE                               Amt applied:     5.00     │
│   Case     sfx  Name                                Party                     │
│   00000216   2    TEST NAME 123                         J01 JUV SUBJECT       │
│   Last bill 07/14/2004 Amt    $17.00   Last pay date 00/00/0000 Pay amt   $.00│
│    Code Description          Qty  Amount    Amt. due   Amt paid  Balance   Sfx│
│    ---- -------------------- --- -------- --------- -------- -------- ---      │
│    ADM  ADMINISTRATIVE FEES                  1.00       1.00                  │
│    COC  COST OF CARE                         1.00       1.00                  │
│    COW  CHILD CARE COST/COUN                 1.00       1.00                  │
│    DET  DETENTION COLLECTION                 1.00       1.00                  │
│    DRG  DRUG TESTING                         1.00       1.00                  │
│    FOC  CHILD SUPPORT FROM F                 1.00                 1.00     +  │
│                                                                               │
│    Special notes to be printed on receipt:                                    │
│   Cash    amount:      5.00                   Total due       17.00           │
│   Check   amount:                             Amount paid      5.00           │
│   Check   number:                             -----------------------         │
│           Change:                             Balance         12.00           │
│    Paid by  TEST NAME 123                  Print Y    Enter YOUR Pass Word     │
│                                                                               │
│    If everything is OK, press F10 to add receipt!                             │
│   Nxt Tran   ARP Type INQ  Case# 00000216  2 Petn# 00000001 Event#    Party   │
│   F1=Help F2=Nxt Tran F3=Exit F5=Money ord. F7=Restart F8=Probate  F24=More   │
│                                                                               │
│ MA    b                                                          20/075       │
│ ⬚ I902 - Session successfully started            \\SCAO\1N54QLS on Ne05:      │
└─────────────────────────────────────────────────────────────────────────────┘
```

The system has made its calculations for this receipt. Check and make sure that all figures are correct and that you want to continue.

The system is now asking "If everything is OK, press F10 to add receipt!"
Until you press <F10>, you are working in a scratch pad environment. At any time before you press <F10> you can press <F3> and exit this transaction without any receipt being written. If everything is correct, press <F10> and the receipt will be processed and printed.